

# Hartford Manor Nursery



Welcome Booklet



Welcome to the Foundation Stage at Hartford Manor Primary School & Nursery. The Foundation Stage is the period of education from 3 to 5 years.

Starting school is an exciting time for children. They visit new places, meet new friends and enjoy new experiences and together we can make this a very happy and rewarding time.

Your child's time at Hartford Manor Nursery lays the foundations for transition into primary school education. At Hartford Manor we aim to do the best we can, to help you all feel welcome and to make the transition from home to nursery and nursery to reception as easy as possible.

We hope this booklet provides you with the information you need and answers some of the questions you may have.

Best wishes

**Mr Simon Kidwell**, Principal

**Mrs Jan Diamond**, Head of School

**Mrs Katreena Heywood**, Foundation Stage Lead

**Miss Gemma Bradley**, Nursery Teacher

## **THE NURSERY DAY**

Morning Session:	8.40am - 11.40am
Lunch:	11.40am - 12.20pm
Afternoon Session:	12.20pm - 3.20pm

For the children's safety, it is vital that we are made aware at the start of a session, or by phone, who is picking your child up, should it be somebody different. (Please note that children must be collected by someone over 16 years old.)

Also, if your arrangements change or you are running late, please inform the school office at the earliest opportunity on:

01606 663800

This way we can keep your child calm and reassured as they wait to be collected.

### **Arrival and Departure**

#### **Morning sessions**

Please wait on the main school playground until the start of the school day at 8.40am.

You are then welcome to bring your child to the nursery door. An adult will encourage them to hang up their coat, put away any other belongings, help them to order their lunch and settle them into a starter activity.

If you arrive after 9am, the Main Entrance gate will be closed. You will need to press the buzzer and come into school via the office.

At 11.40am, the children who are going home will be brought up to the main entrance to meet their parents or carer.

Children who are staying for the afternoon at school are encouraged to have some quiet time after lunch. They will be supervised in the classroom where they can rest on cushions, listen to music and share stories before the start of the afternoon session.

#### Afternoon sessions

Please bring your child to the **Main Entrance** gate at 12.20pm.

A member of the team will be there to meet you.

The school gates will open at 3.05pm. At the end of the school day, please collect your child from the nursery classroom door.

#### Staying in school for lunch

If your child is in school over lunch time we charge £2.50 to cover the additional 40 minutes. Please note that this charge applies in addition to any funded 15/30 hours entitlement.

If required, we also offer a school meal priced at £2.41. These must be paid for online via Gateway. Please note- you cannot use Childcare vouchers to pay for meals.

## **OTHER INFORMATION**

### **Settling In**

Each child starting Nursery for the first time will settle in different ways. Some children take to the environment immediately while others spend some time watching the other children play before beginning to join in. It may take a few sessions before the time is right to leave your child for the full 3 hours, however, in our experience most children settle well in a reasonably short time. All our staff are very experienced at gently introducing the children to Nursery life in a fun and friendly way and will do the best they can to help your child settle and to feel comfortable in happy.

### **Attendance**

Regular attendance is very important for your child to make progress and settle into routines. Children starting school do get lots of colds but do not need to be off with a runny nose or slight cough. However, if they have a temperature they should not come to school.

After any episodes of sickness or diarrhoea, we ask that children remain at home for 48 hours.

If your child is to be absent from school, please contact the School Office on 01606 663800.

This is particularly important if your child has an illness that might be contagious.

If you are planning a holiday during term time please let us know as soon as possible.

### **Medical Needs**

It is very important that we are informed of any medical conditions relating to your child. We need written instructions if your child needs an inhaler in school for asthma and you will need to complete an 'Asthma registration' form. If your child needs to take a prescribed medicine during the school day, please complete the medication form on the school website and hand this to a member of the team.

### **Contact Details**

In your welcome pack, you will find a full set of registration documents. Please complete them and return to the school office as soon as possible. It is important that you keep us updated on any changes to your contact details - particularly if mobile telephone numbers or email addresses change.

### **Snack**

All children will be provided with a healthy snack of fresh fruit and a drink of milk during each session. We operate a 'rolling snack time' and the children can come when they are ready, leaving time to finish an activity without disturbing their concentration.

Water is always available for the children to drink throughout the day. The children are asked to bring a water bottle to Nursery.

## **Toileting**

The Foundation Stage area is well equipped with specially designed, low level toilets and washbasins to make it as easy as possible for your child to be independent. We also have toilet steps if required. If you feel that your child will need some help then please let us know.

The children are free to use the toilet whenever they need to and will be supported when required.

Please encourage your child to clean themselves, flush the toilet and practise washing and drying their hands independently.

## **Toilet training & Pull ups**

If your child is not yet toilet trained, please make sure that they arrive at every session wearing 'pull ups'.

We also ask that you provide a small bag containing pull ups, wipes, nappy snacks and a spare change of clothes in case of accidents.

When the time is right, we will happily work with you and your child on a toilet training plan.

## **Clothing**

Children need to be comfortable in clothes that allow them to be as independent as possible with toileting and changing. We recommend that whatever your child wears, they are easy to take on and off so that your child gains confidence in managing their own clothes.

All nursery children can choose to wear school uniform. This is entirely optional. If you would like your child to wear uniform is available from a number of local sources and branded school uniform is available online at [www.northwichschoolwear.co.uk](http://www.northwichschoolwear.co.uk) (choose 'Customer Shops').

Our uniform is:

- Grey trousers or skirt
- Blue school polo shirt
- Burgundy jumper or cardigan
- Black shoes

We encourage outdoor play whatever the weather and the children spend as much time outdoors in the winter months as they do during summer. Please ensure that your child has warm clothes and an outdoor coat. Through the summer we suggest that your child wears a long sleeved T-shirt, sun cream and a hat.

We also pride ourselves on providing a number of "messy play" activities such as paint, water, gloop, foam, mud and much more, so please do not be surprised if your child sometimes comes home a bit messy.

Please provide a bag with a complete set of clothes, (including underwear), to change into if your child does become wet or dirty during the day.

**Please remember to clearly label all of your child's clothing with their own name.**

### **Nursery Fees**

All fees are paid online via Gateway. It is your responsibility to ensure your account is kept up to date. Nursery fees can be paid via childcare vouchers/tax free childcare, please contact the office for more information.

Our full terms and conditions are on our website and are also included in your starter pack.

## **YOUR CHILD'S LEARNING JOURNEY**

We deliver the curriculum through stories, traditional tales, celebrations, events, seasonal changes & visits out of school.

Through supporting play, interactions & observations both inside and outside we are able to ensure that all children experience a curriculum tailored to their individual needs and interests.

The Foundation Stage curriculum is made up of seven areas of learning and development. There are three prime areas and four specific areas:

### **Prime:**

- Communication & Language;
- Physical Development and;
- Personal Social and Emotional Development.

### **Specific:**

- Literacy,
- Mathematics,
- Understanding the World
- Expressive Arts and Designs.

### **Learning Journeys**

On a regular basis we record snapshots of each child's learning and achievements on a secure Early Years website which you will have access to at home. Further information is enclosed in the pack.

## **Keeping in Touch**

We keep in touch via our Nursery page on the school website and our Nursery Twitter feed @HartfordManorN.

We also send out regular newsletters and information sheets; via email, to keep you up to date. Each child will also be given a book bag with a Reading diary and will bring home a 'Love of Reading' book to share with you each week.

## **SCHOOL RULES**

Be Safe

Be Ready

Be Kind

If you have any questions or concerns please do not hesitate to contact a member of the Foundation Stage Team

## **PROMOTING POSITIVE BEHAVIOUR**

In order for children to learn, they need to be in a situation where they feel they can listen to, interact with and feel safe with other children and adults.

We encourage the children to learn and follow our school and class rules from an early age and give them lots of positive reinforcement when we see them behaving in the appropriate manner.

We spend lots of time talking to the children about behaviour and moral values. We also talk regularly about unacceptable behaviour and our expectations while at school.

We see the early years as a time when children are learning to mix with others and be part of a wider community.

Working alongside parents and carers, our aim is that each child is polite, helpful, considerate and kind.

This is best achieved by:

- Acknowledging and rewarding good behaviour
- Having a clear set of rules
- Supporting children while they learn to take responsibility for their actions
- Teaching children to solve problems by talking together
- Working with parents and carers to solve persistent problems in a positive and helpful manner.

### **Child's Play**

Please feel proud when you look at me.

I am learning more than you can see.

Being simply here to enjoy and play

Means more to me than I can say.

Please don't fret at the end of the day

If I have nothing to display.

I really gain so much from play

Social skills and come what may.

So when you see me let me say

All I have done and enjoyed today!

